BELL SYSTEM PRACTICES

GENERAL PLAN

CONTENTS PAGE

1. GENERAL 1
2. SCOPE 1
3. NUMBERING 2
4. INDEXING 2
5. ISSUE IDENTIFIERS 4
6. RATINGS 5
7. RESTRICTIVE USE LEGENDS 5
8. CHANGED-INFORMATION INDICATORS . 6
9. ADDENDA 6
10. APPENDIXES 7
11. SUPPLEMENTS 7
12. SIZE, BINDING, AND PAPER COLORS . 7
13. USE, DISTRIBUTION, AND ORDERING . 7
14. FIELD COMMENTS 8
15. PLAN FOR PRACTICES PREPARED BY BELL OPERATING TELEPHONE COMPANIES (OTC) 8
A. Numbering 8
B. Issue Identifiers 8
C. Ratings 8
D. Addenda 8
E. Appendixes 9
F. Supplements 10
G. Safeguarding Praprietary Infarmation 10
H. Bell System Application 10

1. GENERAL

1.01 This section covers the general plan for both System (AT&T)-issued and Bell Operating Telephone Company (OTC)-issued Bell System Practices (BSP). Also included is the general plan for addenda, appendixes, and supplements to these practices.

1.02 This section is reissued for the following reasons.

(a) To reemphasize that the mandatory allocation of key numbers has been discontinued

(b) To delete supplements to ETLs (Equipment Test Lists)

(c) To revise the treatment of appendixes

(d) To update the information in Table A

(e) To make minor changes to update the section.

Revision arrows are used to indicate significant changes.

1.03 Recommendations for changes to this section should be submitted as specified in Section 000-010-015, How to Comment on Bell System Practices.

2. SCOPE

2.01 Bell System Practices are documents authorized by AT&T as the recommended instructions and criteria for planning, engineering, installing, operating, and maintaining communications facilities used in the Bell System.

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2.02 The subjects covered in BSPs range from apparatus and equipment in the physical plant to business information systems and administrative routines supporting operational functions.

2.03 The practices provide standards by which the condition of plant or administration is judged, and they outline the accepted procedures for doing what is necessary to maintain those standards. The practices also play an important part in the training of personnel.

3. NUMBERING

3.01 A 9-digit (XXX-YYY-ZZZ) numbering plan is used with each BSP being assigned a unique 9-digit number in accordance with the subject matter covered. This plan permits organizing information into various catagories to simplify and improve indexing. This plan also provides a convenient means for ordering, distributing, and filing BSPs.

3.02 In the 9-digit numbering plan, the first three digits, ***XXX,*** identify major categories of information and are referred to as ***division*** numbers. The fourth digit, xxx-***Y,*** identifies a subdivision of a given category of information and is referred to as the ***layer*** number. The fifth and sixth digits, xxx-y***YY,*** represent a further breakdown and are referred to as ***sublayer*** numbers. This scheme permits the breakdown of a division into subcategories of information. The last three digits, xxx-yyy-***ZZZ,*** identify individual BSPs within a grouping (layers and sublayers) and are referred to as ***key*** numbers.

3.03 ***The key numbers were originally intended to identify the type of information contained in a given BSP, that is, description, method of installing, operating, administration, etc. With the increasing number of BSPs in existing categories and with the introduction of new types of information for new categories, this arrangement became unwieldly and is no longer practiced.***

3.04 The only key numbers that remain dedicated are the digits 900 through 999 in each division. These key numbers have been reserved for numbering certain Bell Operating Telephone Company (OTC)-issued BSPs (see Part 15 of this section).

3.05 The general allocation of divisions to various categories of information and the relationship of the divisions to the former lettered series are shown in Table A.

4. INDEXING

4.01 Indexes issued as BSPs provide a cross-reference between subject matter and BSP identity. The arrangement of the content of an index will vary according to the intent of the index. For a given index, its content will be arranged in one of the following schemes.

- Subject matter listed alphabetically
- Subject matter listed numerically
- Subject matter listed alphanumerically
- Subject matter permuted and listed alphabetically

4.02 The following types of indexes are issued.

- Master Alphabetical Index
- Master Numerical Index
- Divisional Numerical Index
- Divisional Alphabetical Index
- Interdivisional Numerical Index
- Interdivisional Alphanumerical Index
- Intradivisional Alphanumerical Index

4.03 ***Master Alphabetical Index:*** This index, Section 000-000-001, provides a list of all subjects covered in BSPs. Each subject is cross-referenced to the numerical division (first three digits) in which that subject can be found.

4.04 ***Master Numerical Index:*** This index, Section 000-000-005, provides a list of all numerical divisions. Each division is cross-referenced to the subject matter covered in that division.

4.05 ***Divisional Numerical Index:*** An index of this type, Section ***XXX***-000-000, is provided for each division. All sections within a division, along with their current issue numbers, are listed numerically (nine digits) and the subject matter

TABLE A

RELATIONSHIP OF NUMERICAL DIVISIONS TO FORMER LETTERED SERIES

CATEGORY OF INFORMATION	DIVISIONS ALLOCATED	LETTERED SERIES CLASSIFICATIONS
General Information	000-019	All Series — Scope and Arrangements
Apparatus, Miscellaneous Equipment, Tools, Test Equipment, Power, and Signaling	020-179	(A), (B), (E), and (R) Primarily
Operation Support Systems	190	None
Switching Systems	200-289	(A) Central Office Maintenance
Transmission and Signaling Systems	300-379	(E) Toll Testroom Operation
Radio	400-449	(R) Radio Systems
Customer Equipment:		
Common	460-469	(C), (B), and (P)
Special Services	470-489	(C), (B), and (P)
Station Equipment	500-529	(C) Station Operator's Manual
PBX	530-559	(B) PBX Installation and Maintenance
Teletypewriter	570-589	(P) Teletypewriter
Data Systems	590-599	(P) Data Systems
Outside Plant	620-649	(G) Outside Plant Construction
Test Center Operation	660-669	(F) Local Testroom Operation
Plant Assignment	680-689	(M) Plant Assignment
Motor Vehicles	720-729	(J) Motor Vehicles
Supplies	740-749	Supply Operating Practices
Business Information Systems	750-759	None
Buildings	760-779	(H) Buildings
Engineering Planning	780-789	None
Engineering Administration	790	None
Common Language	795	None
Equipment Design and General Requirements	800-839	(AA) Equipment Engineering
Transmission Engineering	850-889	(AB) Transmission Engineering and Data
Outside Plant Engineering	900-939	(AG) Outside Plant Engineering
Radio Engineering	940-944	(R) Radio
General Descriptive Information	950-989	(950) General Descriptive

covered by each is identified. Each index is updated and released concurrently with the release of any new or reissued practice within that division. Various symbols are used to denote special conditions of handling, distributing, etc. These symbols are explained in each index.

4.06 ***Divisional Alphabetical Index:*** An index of this type is provided only when justified. Each index provides a list of all subjects covered in that division. Each subject is cross-referenced to the section (nine digits) in which that subject can be found. An example is Section 218-000-001, No. 5 Crossbar Offices.

4.07 ***Interdivisional Numerical Index:*** An index of this type is provided only when justified. Each index provides a numerical listing (nine digits) of all sections (regardless of divisions), along with their current issue numbers, containing subject matter for a particular system or service offering. This type index is updated periodically. An example is Section 234-000-005, No. 4 ESS.

4.08 ***Interdivisional Alphanumerical Index:*** An index of this type is provided only when justified. Each index provides a listing of all sections (regardless of divisions), along with their current issue numbers, containing subject matter for a particular system or service offering. The sections (nine digits) are listed under applicable alphabetized headings. The sections under each heading are listed in numerical sequence. An example is Section 533-000-001, ESS-Provided Services—Customer Premises Systems.

4.09 ***Intradivisional Alphanumerical Index:*** An index of this type is provided only when justified. Each index provides a listing of all sections in a single division, along with their issue numbers, containing subject matter for a particular system or service offering. The sections (nine digits) are listed under applicable alphabetized headings. The sections under each heading are listed in numerical sequence.

5. ISSUE IDENTIFIERS

5.01 Each BSP is assigned an issue number beginning with the arabic number 1. Each reissue is assigned the next higher number. When Issue 99 has been reached, the next issue will revert to Issue 1. Each BSP is dated and this date indicates the month in wbich this particular issue was released to the field. (See Fig. 1.)

5.02 In some existing BSPs, the issue number is followed by the letter(s) A, AC, AR, B, or D to indicate the classification of equipment or apparatus design changes as outlined in Section 005-100-105. However, these letters have no significance in the field and their use has been discontinued.

5.03 In rare cases, the current issue of a BSP may be identified by an alpha character (letter) rather than by an arabic number. ***However, this is not the normal procedure and should be avoided unless all three of the following conditions exist and the approval to use letters has been granted by the AT&T BSP Coordinator.***

(a) It is necessary to provide documentation in BSP form for certain locations receiving new products before the information is required for distribution throughout the Bell System.

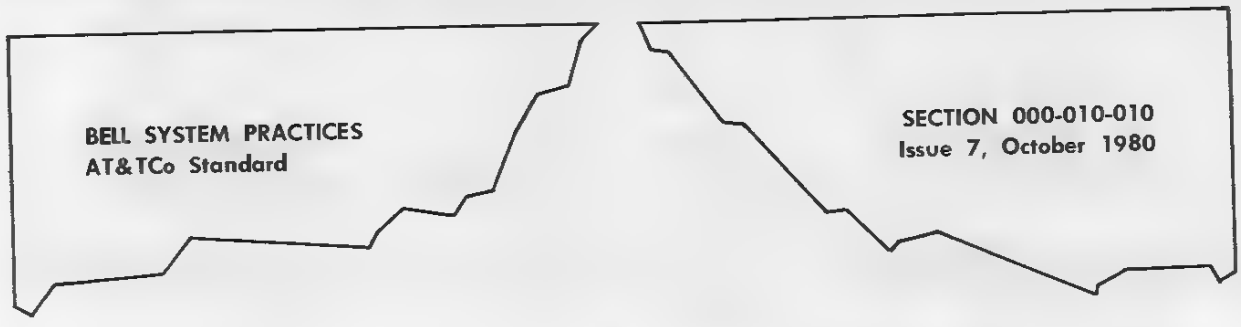

Fig. 1—Example of Page Heading for Page 1 on AT&T-Issued Practices

(b) The documentation is still in the process of being developed and tested.

(c) It is possible and desirable to limit distribution based on a small predetermined list of recipients.◀

5.04 Lettered-issue BSPs are dated and numbered in accordance with the 9-digit plan but are not included in the indexes. Neither can they be ordered except by those locations for which they are authorized. When a lettered-issue BSP is approved for distribution throughout the Bell System, it is reissued and released as an Issue 1 BSP and is added to the appropriate index at that time.

6. RATINGS

6.01 Each BSP is given a rating. This rating appears in the page heading for Page 1 (see Fig. 1) and indicates:

- How the BSP is circulated in the Bell System
- How the contents must be treated by Bell System personnel
- That the BSP contains information still in the developmental stage
- That the BSP contains information under patent consideration
- That the BSP contains sensitive proprietary information and must be handled with special precautions.

6.02 To safeguard the BSP content and to ensure proper distribution, the following ratings are provided.

(a) ***AT&TCo Standard:*** The BSPs bearing this rating are approved for general distribution.

(b) ***AT&TCo SPCS:*** The BSPs bearing this rating are for use with stored program control systems. Their distribution is restricted.

Caution: The BSPs rated SPCS contain especially sensitive proprietary information and their handling requires special precautions and procedures. See Section 000-010-021.

(c) ***AT&TCo Provisional:*** The BSPs bearing this rating contain information for which full patent clearance or other developmental considerations are pending. Also, the BSP itself may still be in the developmental and testing phase, and portions may be incomplete. The distribution may be general or restricted as determined by AT&T.

(d) ***AT&TCo SPCS Provisional:*** The BSPs bearing this rating have the same pending conditions as the BSPs rated AT&TCo Provisional. However, the SPCS Provisional rating relates to stored program control systems and the distribution is always restricted.

6.03 The explanations presented in paragraph 6.02 are applicable to the ratings given BSPs covering Business Information Systems (BIS). However, /BIS follows AT&TCo in each rating as shown below.

(a) AT&TCo/BIS Standard

(b) AT&TCo/BIS SPCS

(c) AT&TCo/BIS Provisional

(d) AT&TCo/BIS SPCS Provisional

6.04 In some cases in the past, BSPs intended for use under special conditions and not having general application were rated ***AT&TCo Special.*** Distribution of these BSPs was limited to the locations requiring them and they were not entered in the indexes. There is no longer a need for this rating and the special handling required. Therefore, the use of this rating has been discontinued. Any existing BSP with this rating will, when reissued, be rated in accordance with the information provided in paragraph 6.02.

6.05 Some sections in the past were given a rating of Provisional Standard. This rating is no longer used. Any existing sections with this rating will, when reissued, be rated AT&TCo Provisional or AT&TCo Standard.

7. RESTRICTIVE USE LEGENDS

7.01 Most BSPs that contain proprietary technical information, regardless of the rating, will carry the restrictive notice legend shown in Fig. 2. The use of any other form of restrictive notice

is discontinued. All other BSPs will carry the copyright legend shown in Fig. 3.

NOTICE
Not for use or disclosure outside the
Bell System except under written agreement

Fig. 2—Restricted Use Legend

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Fig. 3—Copyright Legend

8. CHANGED-INFORMATION INDICATORS

8.01 ***Text:*** Significantly changed or added text will be indicated by one of the following methods.

- Change arrows inserted in text (Fig. 4)
- Marginal arrowed brackets enclosing multiple lines (Fig. 5)
- Marginal change arrows indicating specific lines (Fig. 6).

(16) Increase the sweep by turning the SWEEP control ▸clockwise.◂ Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, ▸and I_p controls.◂

Fig. 4—Change Arrows—Inserted in Text

8.02 ***Tables:*** Minor changes in tabular material are indicated by an application of shading over the changed area. An added or completely revised table is indicated by placing an arrow before the word ***TABLE*** and after the table designator (see Table A).

(16) Increase the sweep by turning the SWEEP control clockwise. Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, and I_p controls.

Fig. 5—Marginal Arrowed Brackets—Multiple Line Enclosure

(16) Increase the sweep by turning the SWEEP control clockwise. Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, and I_p controls.

Fig. 6—Marginal Change Arrows—Specific Line

8.03 ***Figures:*** An added or revised illustration is indicated by placing an arrow before the abbreviation ***Fig.*** and following the last word in the figure title.

8.04 Changes will be indicated only if the intended meaning or the technical content is modified and not for cases where only the wording has been revised.

9. ADDENDA

9.01 An addendum to a section is issued when there is an urgent need to add, to change, or to delete information. Each addendum will be self contained on a single sheet and will be filed in front of the section it addends. ***The issuance of replacing page addenda has been discontinued.***

9.02 The following two conditions must be met when issuing an addendum; otherwise, the section shall be reissued.

(1) The information must be able to be contained on two pages (one sheet).

(2) The length of the section to be addended must exceed eight pages.

▶*Note:* Task Oriented Practices (TOP) will not be addended.◀

9.03 The 9-digit number of an addendum shall be the same as that of the section it addends. It shall be assigned an issue identifier and be dated in the same manner as sections (see paragraph 5.01). Furthermore, each addendum shall carry the same rating, legend, and title as the section being addended.

9.04 There shall be only one AT&T-issued addendum to a section at a given time, and the addendum must identify the issue number of the section being addended. When the section needs to be further addended, the addendum is reissued. Each reissue shall automatically include and replace the previous issue.

9.05 When the section is reissued, the content from the addendum must be included if it is valid and the addendum is automatically canceled. When the reissued section needs addending, the first issue of the addendum shall again be Issue 1.

9.06 Addenda are shown in the appropriate divisional numerical index by the abbreviation "Add."

10. APPENDIXES

10.01 ▶An appendix to a section is used to cover optional information which is permanent in nature or is supplemental to the information within the section. Hence, an appendix shall not refer to the issue number of the section being appended.

Note: Task Oriented Practices (TOP) will not be appended.

10.02 The first appendix to a section shall be designated Appendix 1. If it is necessary to further append the section, additional appendixes may be prepared and they shall be designated Appendix 2, Appendix 3, etc. Each appendix will have a unique title describing its contents.

10.03 The 9-digit number of an appendix shall be the same as that of the section it appends. Furthermore, it shall carry the same rating and legend as the section it appends. However, it will be assigned an issue identifier and date of issue in the same manner as sections (see paragraph 5.01).

10.04 Appendixes are shown in the appropriate divisional numerical index by the abbreviation "App." ◀

11. SUPPLEMENTS

11.01 ▶The use of supplements to add, to change, or to delete information to the ETLs (Equipment Test Lists) has been discontinued.◀

12. SIZE, BINDING, AND PAPER COLORS

12.01 Sections (with the exception of those in the form of handbooks), addenda, and appendixes are furnished in 8-1/2 by 11 inch sheet size. The binding edge is suitably punched for approved binders. ▶Approved binders are furnished with Task Oriented Practices (TOP).◀ Sections furnished in the form of handbooks are permanently bound. See the Printing Specification, Section 000-200-010.

12.02 The following colors of paper are used.

(a) Sections and appendixes—white

(b) Addenda—pink.

13. USE, DISTRIBUTION, AND ORDERING

13.01 ▶All BSPs are available from the Indiana Publication Center (IPC) as hard copies; most are available also on microfiche. Those that are not available on microfiche are so indicated in the divisional numerical indexes. Each Bell Company must place its orders through its BSP Coordinator. The procedure for ordering is covered in Section 000-010-011.◀

13.02 Only the latest issue of each BSP is stocked and distributed by IPC. The latest issue numbers are shown in the divisional numerical indexes. Each index is updated and released each time there is a BSP released within the division.

13.03 A Bell System Practice Memorandum (BSPM) is prepared weekly by IPC with each release of new or reissued BSPs. This BSPM lists the latest issue number of each divisional numerical

index and may be used to confirm which issue of the index should be used.

13.04 ***Addenda and Appendixes—Hard Copy:*** Addenda and appendixes can be ordered in hard-copy form without ordering the BSP being addended or appended. However, if a BSP having an associated AT&T-issued addendum or appendix is ordered, the addendum or appendix will automatically be supplied with the BSP.

13.05 ***Addenda and Appendixes—On Microfiche:*** If a BSP has an associated AT&T-issued addendum and/or appendix and is available on microfiche, the BSP and its addendum and/or appendix are entered on the same microfiche. Consequently, neither the BSP nor its addendum or appendix can be ordered separately.

14. FIELD COMMENT5

14.01 Form E-3973 is available from the Indiana Publication Center (IPC) for submitting field comments on BSPs. The procedures to be followed are covered in Section 000-010-015.

15. PLAN FOR PRACTICES PREPARED BY BELL OPERATING TELEPHONE COMPANIE5 (OTC)

15.01 Parts 1, 2, 3, 8, and 12 and paragraph 9.01 of this section apply to both System (AT&T)-issued and Operating Telephone Company (OTC)-issued practices.

15.02 In general, sections, addenda, appendixes, and supplements prepared by the OTCs deal with local administrative routines, special conditions, or subjects not covered in AT&T-issued practices.

A. Numbering

15.03 The 9-digit number assigned to a section, addendum, appendix, or supplement prepared by an OTC shall be suffixed by the code of that OTC. The standard codes for all the OTCs are listed in Section 751-100-110. Refer to Fig. 7 for examples of typical page headings for Page 1 of OTC-issued practices.

15.04 When an OTC elects not to adopt an AT&T-issued section and instead prepares a local section, the OTC should use the 9-digit number of the AT&T-issued section and add the proper suffix.

15.05 When an OTC prepares a local section to supplement information in an AT&T-issued section and the AT&T-issued section is adopted for use by the OTC, the 9-digit number is assigned as follows and the proper suffix is added.

- The first six digits of the OTC-issued section number will be the same as those of the AT&T-issued section number.
- The last three digits of the OTC-issued section number will be selected from the dedicated 900 through 999 block of key numbers. Refer to paragraph 3.04.

15.06 In all other cases,, the OTC should contact the AT&T BSP Coordinator.

B. Issue Identifiers

15.07 Each issue of an OTC-issued practice is identified with an alpha character (letter) beginning with A. Each reissue is assigned the next higher letter. Refer to Fig. 7 for examples. Each issue is also dated and this date indicates the month in which this particular issue was released.

C. Ratings

15.08 Ratings are not required on OTC-issued practices. The OTC name (or abbreviation) and the operating area, when applicable, will appear in the space occupied by the rating on an AT&T-issued practice. (See Fig. 7.)

D. Addenda

15.09 An addendum is used primarily to correct and to add information to the section being addended. Hence, each addendum shall refer to the issue identifier of the section it addends.

15.10 There shall be only one OTC-issued addendum to either an OTC-issued section or an AT&T-issued section at a given time. However, there may be both one OTC-issued addendum and one AT&T-issued addendum to the same AT&T-issued section.

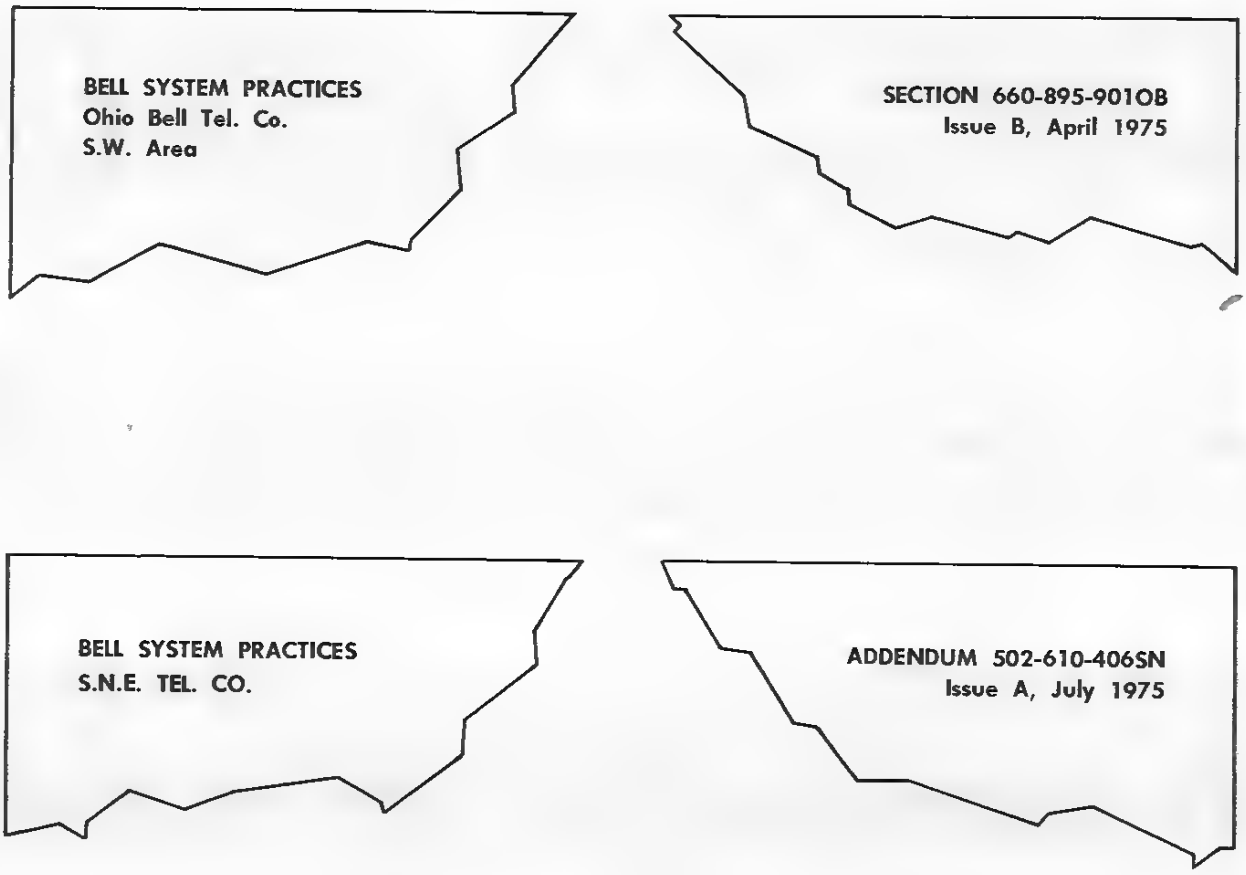

Fig. 7—Typical Page Headings for Page 1 on OTC-Issued Practices

15.11 The 9-digit number of an OTC-issued addendum shall be the same as that of the section it addends followed by the proper suffix. The issue shall be identified as specified in paragraph 15.07. Each reissue shall automatically include and replace the previous issue.

15.12 When an OTC-issued section is reissued, the content from the addendum must be included if valid. When the reissued section needs addending, the first issue of the addendum shall again be Issue A as specified in paragraph 15.07.

E. Appendixes

15.13 An appendix is used primarily to cover optional arrangements, special instructions, or any other local information that may be of a permanent nature. ▶Hence, an appendix shall not refer to the issue identifier of the section being appended.◀

15.14 The first OTC-issued appendix to either an OTC-issued section or an AT&T-issued section shall be designated Appendix 1. If it is necessary to further append the section, additional OTC-issued appendixes may be prepared and they shall be designated Appendix 2, Appendix 3, etc. Each appendix will have a unique title describing its contents.

15.15 The 9-digit number of an OTC-issued appendix shall be the same as that of the section it appends followed by the proper suffix. An appendix may or may not be assigned an issue identifier. If assigned, the issue shall be identified as specified in paragraph 15.07.

15.16 There may be one or more OTC-issued appendixes in addition to one or more AT&T-issued appendixes to the same AT&T-issued section.

F. Supplements

15.17 A supplement is used to provide information that will not necessarily be included in the next reissue of the section nor is it permanent in nature. The treatment (numbering, issue identifiers, etc) of supplements is the same as that for appendixes.

G. Safeguarding Proprietary Information

15.18 The recommendations of the OTC counsel and the Proprietary Information Coordinator should be followed concerning the safeguarding of proprietary information in OTC-issued practices. This is particulary important where the material is reproduced from publications prepared by AT&T, by other Bell System Companies, or by a non-Bell organization.

H. Bell System Application

15.19 Most OTC-issued practices contain information applicable only to the originating OTC. Some, however, may be considered suitable for application throughout the Bell System. In such cases, three copies should be forwarded to the AT&T BSP Coordinator for review using Form E-3973 as specified in Section 000-010-015.

BELL SYSTEM PRACTICES — PLANT SERIES
GENERAL PLAN

CONTENTS PAGE

1. GENERAL 1
2. SCOPE AND ARRANGEMENT 1
3. INDEXES 1
4. ISSUE NUMBERS AND RATINGS 2
5. ADDENDA 2
6. APPENDICES 4
7. INDICATION OF CHANGES 4
8. SIZE, BINDING AND COLOR 4
9. DISTRIBUTION AND REPLACEMENT . . 4
10. FIELD COMMENTS ON BELL SYSTEM PRACTICES 4
11. PLAN FOR PRACTICES PREPARED BY OPERATING COMPANIES OR OPERATING COMPANY AREAS 4

1. GENERAL

1.01 This section outlines the general plan for the "Bell System Practices — Plant Series" and describes the general features of the plan for combining, grouping and consolidating information presently contained in all lettered and unlettered series of Bell System Practices. This series employs a uniform numbering plan and will ultimately include all lettered series and the 950 series of practices.

1.02 This section is reissued to delete the information on ordering Bell System Practices and to make minor revisions in the text for clarification. Ordering information is now covered in Section 000-010-011.

2. SCOPE AND ARRANGEMENT

2.01 A 9-digit numbering plan (XXX-YYY-ZZZ) is used. The 9-digit arrangement is required for future growth, flexibility and reorganization of present practices and to maintain uniformity. It also provides a convenient means for the ordering and distribution of practices.

2.02 In this numbering plan the first three digits (XXX) are referred to as division numbers and are used to designate major categories of information. The second three digits (YYY) are referred to as subdivision numbers and provide a means of breaking down a division into subdivisions of information. The last three digits (ZZZ) are referred to as key numbers and are used to indicate the class of material contained in the particular practice. The over-all plan is shown in Fig. 1.

3. INDEXES

3.01 The following indexes will be provided:

(a) Section 000-000-000 provides a Division Numerical Index of sections in Division 000 with their issue numbers and subjects. It also provides a Master Numerical Index of all division numbers and the subjects covered by each division.

(b) Section 000-000-001 provides a Master Alphabetical Index of all division subjects and their associated division numbers.

(c) A Division Numerical Index (Section XXX-000-000) is provided for each division and lists all sections in the division with their issue numbers and subjects.

(d) A Division Alphabetical Index (Section XXX-000-001) will be provided where justified by the number of sections within a division.

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(e) An alphabetical index (Section XXX-000-005) will be provided, where justified, for a group of divisions which cover related material. Examples of these are Section 460-000-005 — Alphabetical Index — Sections for Installation and Maintenance — Private Branch Exchange, and Section 620-000-005 — Alphabetical Index — Outside Plant — Construction and Maintenance.

(f) A Cross Reference List is provided for each lettered series or portion of a series which has been converted. These lists show the old section numbers numerically and the corresponding Plant Series numbers. When a lettered series is converted in one step, the Cross Reference List is numbered Section 000-020-ZZZ. If a series is converted in steps, the Cross Reference List will be numbered temporarily XXX-020-ZZZ in an appropriate division of the group of divisions involved. The list will be reissued for each step of the conversion. When the conversion of that series is completed, the list will then be numbered 000-020-ZZZ.

4. ISSUE NUMBERS AND RATINGS

4.01 Each new section is assigned an issue number starting with 1. Each reissue will carry the next consecutive number. In some instances the issue number may be followed by the letters A, AC, AR, B, or D to indicate the change classifications which are the same as for drawings as described in Section 005-100-101.

4.02 Each section is given a rating as follows:

(a) ***AT&TCo Standard*** is used on sections approved for general use. These sections are forwarded to all Operating Companies and will be included in Bell System Practices Memoranda (B.S.P.M.), numerical indexes, and alphabetical indexes where provided.

(b) ***AT&TCo Special*** is used on sections intended for use only under special conditions and not applying generally throughout the Bell System. These sections are distributed on a limited basis according to the use of the information and will not be included in B.S.P.M., or in numerical or alphabetical indexes.

4.03 In some cases, usually occurring during the early development of a new system, a practice cannot be copyrighted because of patent reasons. In these cases only the section number and issue number are shown and the rating and date are omitted. The copyright notice is omitted, and in its place is a restrictive notice stating that the practice is not a publication. These sections are forwarded to all Operating Companies and will be included in B.S.P.M. and in numerical and alphabetical indexes. If the patent situation has been cleared when the practice is reissued, it will be rated AT&TCo Standard or Special. In such cases a statement will be made in the text regarding the removal of the restriction and the application of the rating.

4.04 In the past, some sections have been issued bearing the rating Provisional or Provisional Standard. These ratings will not be changed unless the practice is to be reissued for other reasons, in which case the rating will be changed to Standard.

5. ADDENDA

5.01 An addendum is used to supplement a section and is issued when there is an urgent need in the field for information normally covered in Bell System Practices.

5.02 An addendum is used when the section it modifies is sufficiently up to date or of such size that a revision is not warranted at that time. Such information will be included in the section when it is reissued.

5.03 When the information is to be further changed in a section having an addendum, the addendum may be reissued. The information contained in the earlier issue is included in the new issue so that the section will have only one System-issued addendum at a time.

5.04 Each addendum carries its own issue number starting with Issue 1. Each Addendum indicates in the text the issue of the section with which it is associated. When a section is reissued the material from the addendum, when appropriate, will be included in the new issue and the first addendum to the new issue should be Issue 1. Each addendum is dated, with one exception. If a section carries a restrictive notice and the patent situation has not been cleared, the addendum will not be dated.

5.05 The ratings used for addenda are the same as those for Sections discussed in 4.02 and 4.03.

(a) The addendum to a Standard section may be rated Standard or Special, or carry a restrictive notice.

(b) The addendum to a Special section may be rated Special or carry a restrictive notice.

(c) The addendum to a section carrying a restrictive notice would ordinarily carry a restrictive notice. However, if the patent situation has been cleared when the addendum is issued or reissued it would be rated Standard or Special. In such cases a statement will be made in the text regarding the removal of the restriction and the application of the rating.

5.06 Standard addenda and addenda carrying restrictive notices are forwarded to all Operating Companies and will be included in B.S.P.M., and numerical indexes. Special addenda are forwarded only to the Operating Companies concerned and will not be included in B.S.P.M. or numerical indexes.

5.07 Addenda may be prepared in two forms, one containing the new information in the addendum itself and the other having replacing pages attached to a pink addendum sheet. In the first case the entire addendum is filed ahead of the section. In the second case ***the attached pages are to be inserted in their proper places in the section and the replaced pages removed; the pink addendum sheet is to be filed ahead of the section.***

REPLACING PAGE ADDENDA

5.08 Replacing page addenda eliminate the inconvenience of referring back and forth from the section to the addendum and will be used wherever appropriate. They will not be used with sections carrying restrictive notices, unless the patent situation has been cleared.

5.09 The pink addendum sheet will contain general information such as reasons for issue or reissue and the nature of the changes, together with a listing and the issue date of the new pages which are to be substituted or inserted in the section. Filing instructions will be prominently displayed at the top of the pink sheet. See Fig. 2.

5.10 When an addendum is reissued it will contain all of the information of the preceding addendum including the previously issued replacing sheets. In this way, it will be unnecessary for more than the latest addendum to be kept in W.E. Co. stock.

5.11 Each replacing sheet will bear in the upper right-hand corner of the odd-numbered page, the number and issue of the section involved. If the back of the sheet, the even-numbered page, contains printed matter, the section number only will appear on this page.

5.12 At the bottom of each replacing page will appear the page number of the original page. Under this will appear the word "Revised" or "Reissued" followed by the date. "Revised" will be used when the subject matter has been modified and "Reissued" will be employed for unmodified pages occurring on the opposite side of a sheet from a modified page.

5.13 In cases where the modified material occupies more space than the original and it becomes necessary to provide an interleaving page or pages, the additional sheets will be set up, in general, like a substitution sheet. The page number will be that of the preceding page plus a decimal fraction as, for example, Page 6.1 for a new page between Pages 6 and 7. The back of this sheet would be Page 6.2 if it contains any subject matter. Below the page number will appear "Added" followed by the date, instead of "Revised" or "Reissued" as for substitution pages. If the back of the sheet has no subject matter, it will be left entirely blank, that is, the section number, page number, etc, will be omitted.

5.14 If the new material requires more paragraphs than the old, the new paragraphs will be added in one of the following manners:

(a) The new material may be added to the old on a subparagraph basis.

(b) Unnumbered paragraphs may be used.

(c) The new paragraphs may have an additional point and digit, such as 3.21.1 for a paragraph to be inserted between 3.21 and 3.22.

5.15 If it becomes necessary to add a new figure, the figure number will consist of the number of the next preceding figure plus a decimal fraction, such as Fig. 4.1 for a figure to be inserted between Figs. 4 and 5.

5.16 If the new arrangement omits one or more paragraphs, the paragraph numbers will be retained, followed by the word "omitted."

6. APPENDICES

6.01 Appendices are used to supplement the regular sections when the additional material is optional in character, such as modifications which are not necessarily applied to all of the equipment in the field.

6.02 Appendices to a section will be numbered serially from 1 up. There may be more than one appendix to an issue of a section. Each appendix will also be given a date and rating as outlined for addenda in Paragraphs 5.04 and 5.05, and shall indicate the issue of the section with which it is associated. When the section is reissued, it will include the material in the appendices.

7. INDICATION OF CHANGES

7.01 Changed and added portions of sections, addenda and appendices will, when advantageous, be indicated by marginal arrows or arrowed brackets.

7.02 Changes will be indicated only if the essential meaning is modified, and not for cases where wording only has been revised.

8. SIZE, BINDING AND COLOR

8.01 Sections, addenda and appendices of "Bell System Practices — Plant Series" are furnished in size 8-3/8 by 10-7/8 inches. The bind edge is suitably punched for approved binders.

8.02 The following colors of paper will be used:

(a) Sections — White

(b) Addenda — Pink

(c) Addenda with replacing sheets —
Addenda sheets — Pink
Replacing sheets — White

(d) Appendices — Pink

(e) Special Cases — Color to be specified

9. DISTRIBUTION AND REPLACEMENT

9.01 It is important that the latest issues of sections be used in every case. Accordingly, numerical indexes are issued from time to time to indicate the latest issues of sections rated A.T.&T. Co Standard. Sections rated Special (see 4.02b) will not be shown in the indexes.

9.02 Addenda and appendices may be obtained in the same manner as sections. If a section is ordered which has an associated A.T.&T. Co. addendum or appendix, the addendum or appendix will be supplied with the section. The procedure for ordering practices is covered in Section 000-010-011.

10. FIELD COMMENTS ON BELL SYSTEM PRACTICES

10.01 Form E-3973 is available from W.E. Co. stock and should be used to transmit comments to the A.T.&T. Co. on Bell System Practices. These comments should be forwarded through lines of organization within the Operating Company. Two copies of the form should be sent to the Bell System Practice Coordinator, A.T.&T. Co., 195 Broadway, New York, New York 10007.

11. PLAN FOR PRACTICES PREPARED BY OPERATING COMPANIES OR OPERATING COMPANY AREAS

11.01 Parts 1, 2, Paragraphs 5.07 through 5.16 and Parts 7 and 8 of this section apply to both System-issued and Operating Company-prepared practices.

11.02 In general, sections, addenda or appendices prepared by the Operating Companies deal with local administration and routines, and special conditions or subjects not covered in System-issued practices.

11.03 *Numbering:*

(a) If a locally prepared section is to be used in place of a System-issued section which it is not adopting, the Company should use

the System-issued section number with the proper suffix (see 11.04).

(b) If a section is prepared locally to supplement information which is covered in a System-issued section and the System-issued section is to be retained for use by the Company, the first six digits of the locally prepared section should be the same as those of the System-issued section. The Company should make its own assignment of the last three digits, using the 900-999 block, and the proper suffix (see 11.04).

(c) In all other cases the Company should contact the Bell System Practice Coordinator, A.T.&T. Co., 195 Broadway, New York, New York 10007, for the number assignment.

(d) Locally prepared addenda and appendices shall bear the same number as the sections they supplement and the proper suffix (see 11.04).

11.04 All numbers used on Operating Company practices shall be suffixed with the initials of the Company writing the section, addendum or appendix as indicated below:

SUFFIX CODE	OPERATING COMPANY
CA	The Bell Telephone Company of Canada
CB	The Cincinnati and Suburban Bell Telephone Company
CD	The Chesapeake and Potomac Telephone Company (Washington, D.C.)
CM	The Chesapeake and Potomac Telephone Company of Maryland
CP	Applicable to all Chesapeake and Potomac Telephone Companies
CV	The Chesapeake and Potomac Telephone Company of Virginia
CW	The Chesapeake and Potomac Telephone Company of West Virginia
ET	Eastern Telephone and Telegraph Company
HB	The Ohio Bell Telephone Company
LB	Illinois Bell Telephone Company
LL	Long Lines Department, A.T.&T. Co.
MB	Michigan Bell Telephone Company
MS	The Mountain States Telephone and Telegraph Company
NB	Indiana Bell Telephone Company, Incorporated
NE	New England Telephone and Telegraph Company
NJ	New Jersey Bell Telephone Company
NW	Northwestern Bell Telephone Company
NY	New York Telephone Company
PA	The Bell Telephone Company of Pennsylvania
PN	Pacific Northwest Bell Telephone Company
PT	Pacific Telephone—California-Nevada
SB	Southern Bell Telephone and Telegraph Company
SN	The Southern New England Telephone Company
SW	Southwestern Bell Telephone Company
WT	Wisconsin Telephone Company

11.05 ***Designating Section Issue:*** The initial issue of a locally prepared section shall be designated by the letter A. Successive issues shall be designated B, C, etc.

11.06 ***Addenda and Appendices Prepared by Operating Companies***

(a) In the past the Operating Companies have issued addenda, supplementary addenda, supplements, appendices, etc, under various plans. Upon conversion to the Plant Series it may be necessary in some instances to retain the information in this form, at least temporarily. However, if possible, it would be desirable when converting these practices to follow a uniform plan. A suggested procedure is outlined in paragraphs (b) through (k), and it is recommended that all new or revised information be handled in this manner.

(b) ***Addenda*** should be used principally to correct and add information which is expected to be covered in the sections when they are next reissued. Each addendum shall refer to the issue number or issue letter of the section it addends.

(c) The first issue of an addendum to a section shall be lettered A. If necessary to further addend that issue of the section, the addendum shall be reissued as issue B, C, etc, as required. Each reissue shall automatically replace the previous issue.

(d) When a locally prepared section is reissued, the material from the addendum, when appropriate, shall be included in the new issue.

(e) Addenda to the reissued section shall be designated as in (c), that is, as Issue A, B, C, etc.

(f) There shall be not more than one locally prepared addendum to either a locally prepared section or System-issued section at one time. There may, however, be both one locally prepared addendum and one System-issued addendum to the same System-issued section.

(g) *Appendices* should be used principally to cover administrative information, special instructions, and optional arrangements. Much of this information may be of a permanent nature.

(h) The first appendix to a section shall be numbered 1. If necessary to further append the section, additional appendices may be issued. They shall be numbered 2, 3, etc. They do not normally replace previously issued appendices.

(i) Appendices may or may not be assigned issue designations. If they are, they shall be given lettered designations, each one starting with A. For example, appendix 1, issue A; appendix 2, issue A, etc.

(j) Since much of the information to be covered in appendices is expected to be of a permanent nature, appendices should not normally refer to a specific issue of the corresponding section. Upon reissue of the section, the appendix or appendices may thereby be retained in good standing.

(k) There may be one or more locally prepared appendices in addition to one locally prepared addendum to either a locally prepared section or System-issued section.

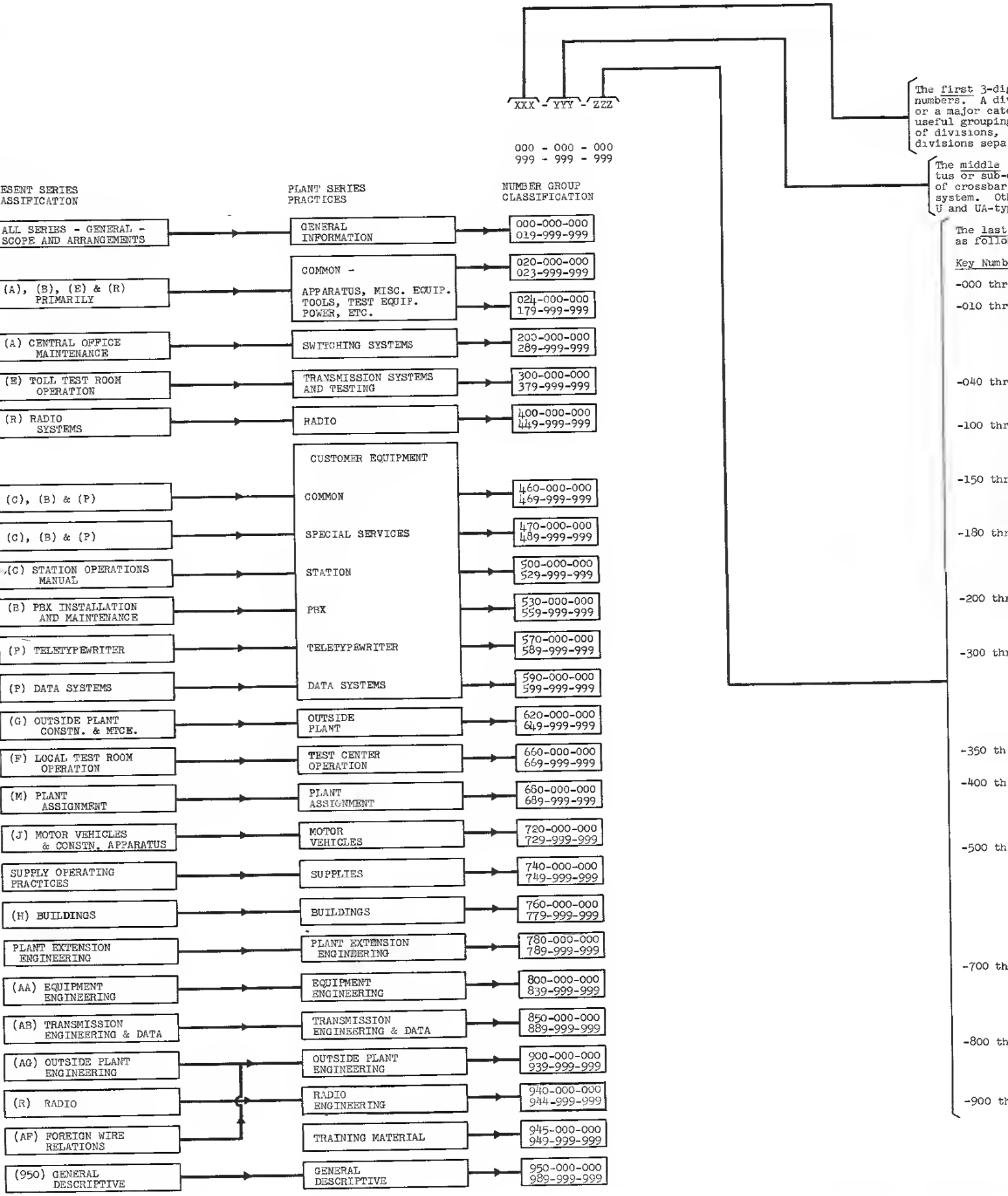
11.07 The Operating Company name (or abbreviation) and Operating Area issuing the section, addendum or appendix should appear in the place ordinarily occupied by the rating of a System-issued section, as illustrated below:

SECTION 230-000-000 NY
Issue A, June, 1959
N. Y. Tel. Co. LI

ADDENDUM 230-000-000 NW
Issue A, June, 1959
NW. Bell Tel. Co. Iowa

11.08 The recommendations of Operating Company counsel should be followed concerning the copyrighting of locally prepared sections. This is particularly important where material is reproduced from publications copyrighted by A.T.&.T. Co., other Bell System Company or an outside organization.

11.09 In order to coordinate practice writing effort and keep A.T.&.T. Co. records up to date, 2 copies of each section, addendum or appendix prepared by the Operating Companies should be sent to the Bell System Practice Coordinator, A.T.&T. Co., 195 Broadway, New York, New York 10007. Notices of Operating Company cancellations should also be sent to Bell System Practice Coordinator.


XXX - YYY - ZZZ
000 - 000 - 000
999 - 999 - 999
The first 3-di
numbers. A di
or a major cat
useful groupin
of divisions,
divisions sepa
The middle
tus or sub-
of crossbar
system. Ot
U and UA-ty
The last
as follo
Key Numb
-000 thr
-010 thr
-040 thr
-100 thr
-150 thr
-180 thr
-200 thr
-300 thr
-350 th
-400 th
-500 th
-700 th
-800 th
-900 th
ESENT SERIES
ASSIFICATION
PLANT SERIES
PRACTICES
NUMBER GROUP
CLASSIFICATION
ALL SERIES - GENERAL - SCOPE AND ARRANGEMENTS
GENERAL INFORMATION
000-000-000
019-999-999
(A), (B), (E) & (R) PRIMARILY
COMMON - APPARATUS, MISC. EQUIP. TOOLS, TEST EQUIP. POWER, ETC.
020-000-000
023-999-999
024-000-000
179-999-999
(A) CENTRAL OFFICE MAINTENANCE
SWITCHING SYSTEMS
200-000-000
289-999-999
(E) TOLL TEST ROOM OPERATION
TRANSMISSION SYSTEMS AND TESTING
300-000-000
379-999-999
(R) RADIO SYSTEMS
RADIO
400-000-000
449-999-999
CUSTOMER EQUIPMENT
(C), (B) & (P)
COMMON
460-000-000
469-999-999
(C), (B) & (P)
SPECIAL SERVICES
470-000-000
489-999-999
(C) STATION OPERATIONS MANUAL
STATION
500-000-000
529-999-999
(B) PBX INSTALLATION AND MAINTENANCE
PBX
530-000-000
559-999-999
(P) TELETYPEWRITER
TELETYPEWRITER
570-000-000
589-999-999
(P) DATA SYSTEMS
DATA SYSTEMS
590-000-000
599-999-999
(G) OUTSIDE PLANT CONSTN. & MTCE.
OUTSIDE PLANT
620-000-000
649-999-999
(F) LOCAL TEST ROOM OPERATION
TEST CENTER OPERATION
660-000-000
669-999-999
(M) PLANT ASSIGNMENT
PLANT ASSIGNMENT
680-000-000
689-999-999
(J) MOTOR VEHICLES & CONSTN. APPARATUS
MOTOR VEHICLES
720-000-000
729-999-999
SUPPLY OPERATING PRACTICES
SUPPLIES
740-000-000
749-999-999
(H) BUILDINGS
BUILDINGS
760-000-000
779-999-999
PLANT EXTENSION ENGINEERING
PLANT EXTENSION ENGINEERING
780-000-000
789-999-999
(AA) EQUIPMENT ENGINEERING
EQUIPMENT ENGINEERING
800-000-000
839-999-999
(AB) TRANSMISSION ENGINEERING & DATA
TRANSMISSION ENGINEERING & DATA
850-000-000
889-999-999
(AG) OUTSIDE PLANT ENGINEERING
OUTSIDE PLANT ENGINEERING
900-000-000
939-999-999
(R) RADIO
RADIO ENGINEERING
940-000-000
944-999-999
(AF) FOREIGN WIRE RELATIONS
TRAINING MATERIAL
945-000-000
949-999-999
(950) GENERAL DESCRIPTIVE
GENERAL DESCRIPTIVE
950-000-000
989-999-999

BELL SYSTEM PRACTICES
Plant Series

REPLACING PAGE ADDENDUM
Filing Instructions:
1. REMOVE FROM THE SECTION THE PAGES NUMBERED THE SAME AS THOSE ATTACHED TO THIS PINK SHEET.
2. INSERT THE ATTACHED PAGES INTO THE SECTION IN THEIR PLACE.
3. PLACE THIS PINK SHEET AHEAD OF PAGE 1 OF THE SECTION.

ADDENDUM 065-105-801
Issue 1, January, 1963
AT&TC Standard

LADDERS AND LADDER SEATS
PIECE-PART DATA, REPLACEMENT PROCEDURES, AND MINOR REPAIRS

1. GENERAL

1.001 This addendum supplements Section 065-105-801, Issue 5. The attached pages must be inserted in the section in accordance with the filing instructions above.

1.002 This addendum is issued to change the title of the section to include ladder seats; and to add ladder seats to the general information for returning ladders to the branch house for repair; also to show the latest ladder track plug design.

Attached:
Page 1 dated January 1963, revised
Pages 2 and 9 dated January 1963, reissued
Page 10 dated January 1963, revised

The following change applies to Part 1 of the section:

(a) 1.06 — revised

2. REPLACEMENT PARTS

The following change applies to Part 2 of the section:

(a) Fig. 9 — revised

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Fig. 2